



Delaware Emergency Management Agency

Course Description

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| COURSE CODE/TITLE | COOP | Continuity of Operations (COOP) for Public Entities | |
| COURSE LOCATION | Delaware State Fire School, 1461 Chestnut Grove Rd. Dover, DE 19904 | | |
| COURSE DATES | 22-23 April 2020 | COURSE TIME | 0800 to 1600 Hours |
| COURSE DESCRIPTION | Participants will gain information and materials to train state, local, and tribal managers in the development and implementation of COOP plans in their regions as part of catastrophic event preparedness. The major goal of this course is to use the successful COOP planning model employed throughout Maryland, along with other best practices, as the foundation for teaching key state, local, and tribal emergency management officials nationwide to train governmental institutions within their jurisdictions to write effective COOP plans that support the National Response Framework (NRF) and ensure that essential governmental functions, programs, services, systems, and personnel continue to operate during and after a disabling natural disaster or terrorist attack. This course incorporates a discussion based exercise that engages the participants in a hands-on learning experience. This is an invaluable instructional tool that draws on the relative backgrounds of the participants to create a dynamic environment in which they must apply the principles of the course to a set of decisions that are likely to occur in a COOP activation scenario. Finally, in the optional train-the-trainer portion of this course, the participants receive specific instruction in the delivery of the course material to prepare them to train others in the principles of COOP. | | |
| COURSE OBJECTIVES | <ul style="list-style-type: none">• Understand emergency situations that give rise to COOP planning, along with the legislation and executive directives that give rise to COOP model, identify essential functions, distinguish them from all other agency functions, identify their supporting critical processes and services, and prioritize the essential functions, define Human Capital Management and key positions; understand how to coordinate a COOP plan with the Incident Command System and emergency operating procedures, and identify family support measures.• Distinguish delegations of authority from orders of succession and list the required elements for each, identify and inventory vital records, systems, and equipment and identify the role they play in COOP planning, identify alternate work sites for their agency and draft a relocation plan for bringing an alternate site into use, identify alternate strategies for communications in a COOP plan, identify the integral reconstitution and devolution tasks and become familiar with reconstitution resources and personnel issues | | |
| PREREQUISITES | Recommended: IS-546a Continuity of Operations Awareness Course IS-547a Introduction to Continuity of Operations | | |
| TARGET AUDIENCE | All Disciplines | | |
| OPEN TO THE PUBLIC | No | | |
| COST/MEALS | The training and course materials are provided at no cost to the state, local organization or responder. Funding for travel, accommodations, and meals are not provided for this training opportunity. | | |
| CERTIFICATE | University of Maryland | | |

All classes have limited seats. Registrations will be processed on a first come/first served basis. If you have any questions please e-mail training.dema@delaware.gov

(Any one attending this course must be an American Citizen)